



# *COMMONWEALTH of VIRGINIA*

## *DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES*

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COMMISSIONER

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### **MEMORANDUM**

**TO:** Community Services Board, Local Government Department, and Behavioral Health Authority Executive Directors

**FROM:** James S. Reinhard, Commissioner

**SUBJECT:** **Community Consumer Submission 2 and Core Services Taxonomy 7**

**DATE:** February 21, 2005

This memorandum distributes several documents related to the Community Consumer Submission 2 (CCS 2), which will be effective on July 1, 2005. These documents are the CCS 2 Data Element Definitions, Combined Consumer Community Submission 2 Data Collection Matrix, CCS 2 Extract File Layouts, CCS 2 Data Element Changes, Core Services Taxonomy 7, and Core Services Taxonomy 7 Comparison Table, which compares Taxonomy 6 with Taxonomy 7. Core Services Taxonomy 7, the Combined Consumer Community Submission 2 Data Collection Matrix, and the CCS 2 Extract File Layouts also will become effective on July 1, 2005. The Department is distributing these documents now so that you and your staffs can use them to start working with your information system vendors to develop and test the necessary modifications to those systems in order to be able to submit CCS 2 extracts for next fiscal year, starting in August.

The Department and the VACSB Data Management Committee (DMC) developed the CCS 2 jointly over the past 10 months to address some of the new data and reporting needs that have emerged since the development of the original CCS. The attached CCS 2 Changes document outlines changes in the CCS 2. The DMC presented the proposed CCS 2 to the Executive Directors Forum in October, where it was approved. It is noteworthy that the CCS 2 adds very few new data elements. Most of the changes involve enhanced consumer race reporting and an increased capacity to report more DSM IV Axis I diagnoses in order to capture co-occurring disorder information.

I want to strongly commend the DMC's ongoing exceptional work on the CCS 2. The Committee's efforts and those of Department staff have produced a revision of the original CCS that continues to limit reporting requirements to the bare minimum, while providing very useful information for multiple purposes. I know we all remain committed to creating a data system that asks for only the most essential information to help us respond more effectively to the needs of the people we serve.

On August 20, the Core Services Taxonomy 7 Exposure Draft was distributed to you, State Facility Directors, the State Board, and mental health, mental retardation, and substance abuse services advocates for review and comment. The Core Services Taxonomy Work Group, established by the Department and the VACSB to produce a new taxonomy, reviewed comments and produced the

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Core Services Taxonomy 7 Final Draft. The Work Group presented this Final Draft to the Executive Directors Forum at the VACSB Fall Conference, where the Forum approved it. This allowed Taxonomy 7 to be reflected in the CCS 2, which was completed last month. I would like to recognize the Work Group's commitment, dedication, and hard work and to commend it for its thoughtful deliberations on Taxonomy 7.

Please review the CCS 2 and Core Services Taxonomy 7 documents and distribute them to the appropriate members of your staffs, particularly your IT staff. I want to reiterate and emphasize that these documents will not become effective until July 1, 2005 for FY 2006. Please do not implement them now or treat them as in effect. You should continue using the original CCS and Taxonomy 6 until July 1 for FY 2005. As I noted earlier, the Department is distributing these documents now to assist in the identification of changes in individual CSB information systems and clinical or direct service record keeping and reporting processes that will need to be made as part of the general implementation of the CCS 2. Please direct any questions about the CCS 2 to Kippy Cassell, Chairman of the VACSB Data Management Committee, at [kcassell@piedmontcsb.org](mailto:kcassell@piedmontcsb.org) or Paul Gilding at [paul.gilding@co.dmhmrsva.virginia.gov](mailto:paul.gilding@co.dmhmrsva.virginia.gov). Please direct any questions about Core Services Taxonomy 7 to Paul Gilding. Once CSBs begin working with the CCS 2 and generating questions, the DMC and Department will issue FAQs, as we did with the original CCS.

The ways in which Core Services Taxonomy 7 and the CCS 2 were developed are excellent examples of the strength and value of our partnership. Thank you for your continued assistance and support as we implement the CCS 2 and Core Services Taxonomy 7 together.

Enclosures (5)

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